

Microsoft Live@edu Getting Started

Website: www.live.com

Your email: firstname.lastname@students.pnwbores.org

Initial Password: 1234567 (you will be prompted to change this upon log-in)

Recommendations:

☐ **Have your Microsoft Live Outlook email forwarded to your regular work Outlook emails.**

(Students will be able to contact you through Microsoft Live and you will receive their emails and requests on your regular Outlook account.)

Options (upper right hand corner) >

See all options >

Forward your email (right side) >

Forward my emails to (towards the bottom) >

Enter your work email address >

Hit Save (bottom right)

☐ **Set up your profile**

(By setting up your profile, you will ensure that people see your name instead of "someone on windows live.")

From the Web App home page (your Outlook email)...

Click on Office (up top) >

Your documents >

Profile (upper right corner) >

Details (left navigation bar) >

Click edit to change any information you want (be sure your name is entered)

Save

☐ **Set your privacy to "limited"**

(Our first instinct is to set your privacy to "private", but with this setting, you aren't able to receive invitations. You want to have "limited" privacy.)

From the Web App home page (your Outlook email)...

Click on Office (up top) >

Your documents >

Profile (upper right corner) >

Privacy Settings (middle of page towards top) >

Click on the circle to the left of where it says Limited >

Save